



CITY OF SAN ANTONIO

ECONOMIC DEVELOPMENT DEPARTMENT
OFFICE OF THE DIRECTOR

December 18, 2002

P.O. BOX 839966
SAN ANTONIO, TEXAS 78283-3966
TEL: 210/ 207-8040
FAX: 210/ 207-8151

To Individuals Interested in Downtown:

The purpose of this letter is to encourage you and others to apply for appointment to the Downtown Advisory Board (DAB). **The deadline for applicants is February 14, 2003.**

You may be aware that the DAB was created in 1997 to help oversee the implementation of the Downtown Strategic Plan, to advise the City and other entities about policy matters impacting Downtown, to provide a forum for public input on downtown issues, and to serve as an advocate for Downtown. Several board positions will become vacant in January, and City Council appointments will need to be made.

The City Council desires to have a strong and diverse DAB to address Downtown issues. To be eligible for appointment, an individual must either: (1) reside in the downtown area; (2) own property in the downtown area; or (3) own, manage, or officially represent an organization primarily located in the downtown area (map attached).

All individuals interested in serving on the DAB should complete and submit a Downtown Advisory Board application form, available in the City Clerk's Office, located on the second floor of City Hall. Electronic copies of the application are also available on the City website <http://www.sanantonio.gov/edd> or from City Boards & Commissions Liaison Yolanda Byington, who may be contacted at 207-7257 (fax 207-7032). **Completed application forms must be received in the City Clerk's Office no later than Friday, February 14th at 4:30 p.m.**

If you have any questions about the DAB or the nominating process, please contact DAB Coordinator Alison Lands at 207-8628. Thank you for your continued interest in and support of Downtown.

Sincerely,

Trey Jacobson
Assistant Director
Economic Development Department

TJ:al

Downtown Advisory Board (DAB) Information

Background

- On September 26, 1996, with the adoption of the Downtown Strategic Plan, City Council directed staff to move forward with the creation of the Downtown Advisory Board (DAB).
- The purpose of the DAB is to over see implementation of the Downtown Strategic Plan, to advise the City and other public entities about policy matters impacting downtown, to provide a forum for public input on downtown issues, and to serve as an advocate for downtown.
- The DAB was formally created on January 16, 1997. The enabling ordinance called for the creation of a City Council Nominating Committee consisting of Mayor and three council members whose districts are most affected by the Strategic Plan (Districts 1, 2, and 5) to provide appointment recommendations to the entire City Council.
- The composition of the DAB consists of three members each from North, South, East, and West sectors of downtown, and 5 (five) members from the Central Sector (map attached).

Eligibility for Appointment

To be eligible for appointment, an individual must either:

1. Reside in the downtown area; or
2. Own property in the downtown area; or
3. Own, manage, or officially represent an organization primarily located in the downtown area.

Application Process

- During the months of December 2002 and January 2003, the Economic Development Department issues notices to downtown organizations and community groups that the City was soliciting applications for DAB membership. The City also issues a press release to be featured in the San Antonio Express-News, San Antonio Business Journal, San Antonio Current, and La Prensa newspapers.
- The submission deadline for completed applications is February 14, 2003.
- Some applicants may qualify for appointment in more than one sector of downtown because they met the eligibility requirements in more than one sector (e.g., they live in North Sector and own a business in the South Sector).
- A "Sector Determination Form" has been included in this year's application packet to facilitate the assessment of each applicant's eligibility to serve on the DAB.

DAB Member Selection Schedule

<u>Date</u>	<u>Action</u>
December 2002-January 2003	Solicitation of Applications for DAB
	Application due date
February 14, 2003	<i>(Completed applications must be received in the City Clerk's Office, City Hall-2nd Floor, no later than 4:30 p.m., CST)</i>
March 2003	DAB Nomination Committee meets
March/April 2003	City Council Appoints DAB members
April 2003 (tentative)	New DAB Member Orientation

Downtown Advisory Board Application – Sector Determination Form

Instructions: Using the enclosed DAB eligibility map and description of Downtown sector physical boundaries, please determine the geographic sector or sectors for which you are eligible to represent the DAB. You may be eligible for more than one sector of Downtown based on your residence, business representation, and/or property ownership, which may increase your opportunities to serve on the Board. Please be aware that the information you submit on this sheet may be subject to verification during the application process.

In order to be eligible to serve on the Board in any sector, you must have at least one of the following criteria: own property that is physically located within the boundaries of Downtown, live within the boundaries of Downtown, or primarily represent an organization that is headquartered or otherwise primarily located within the boundaries of Downtown.

After using the attached information to review which sectors you might be eligible for, please complete the form below by placing a check in the spaces next to the sectors and eligibility criterion that apply to you.

_____ **CENTRAL SECTOR** (Check if eligible)

- _____ Own property in Central Sector (if applicable, list the address of the property)
_____ Reside in Central Sector (if applicable, list the address of the residence)
_____ Represent organization located in Central Sector (if applicable, list the organization, and your title within the organization)

_____ **NORTH SECTOR** (Check if eligible)

- _____ Own property in North Sector (if applicable, list the address of the property)
_____ Reside in North Sector (if applicable, list the address of the residence)
_____ Represent organization located in North Sector (if applicable, list the organization, and your title within the organization)

_____ **SOUTH SECTOR** (Check if eligible)

- _____ Own property in South Sector (if applicable, list the address of the property)
_____ Reside in South Sector (if applicable, list the address of the residence)
_____ Represent organization located in South Sector (if applicable, list the organization, and your title within the organization)

_____ **EAST SECTOR** (Check if eligible)

- _____ Own property in East Sector (if applicable, list the address of the property)
_____ Reside in East Sector (if applicable, list the address of the residence)
_____ Represent organization located in East Sector (if applicable, list the organization, and your title within the organization)

_____ **WEST SECTOR** (Check if eligible)

- _____ Own property in West Sector (if applicable, list the address of the property)
_____ Reside in West Sector (if applicable, list the address of the residence)
_____ Represent organization located in West Sector (if applicable, list the organization, and your title within the organization)

Signed: _____

Date: _____

Downtown Advisory Board (DAB)

Physical Boundary Description

Central Sector

It shall be limited to properties with the following boundaries: start at the intersection of Nueva Street and San Pedro Creek; north on San Pedro Creek to its intersection with Martin Street; thence east on Martin to St. Mary's Street; north on St. Mary's to Convent Street; east on Convent to Hagner Arc; north on Hagner Arc to the San Antonio River; northeast following the San Antonio River to Fourth Street; southeast on Fourth to Taylor Street; south on Taylor to Third Street; southeast on Third to Bonham; southwest on Bonham to Crockett; west on Crockett to Alamo; south on Alamo to Nueva; west on Nueva to San Pedro Creek.

North Sector

It shall be limited to properties with the following boundaries: start at the intersection of Bonham and Third Street; northeast on Bonham to its intersection with IH-37; north on IH-37 to its intersection with IH-35; west on IH-35 to Camaron Street; southeast on Camaron to Martin Street; thence east on Martin to St. Mary's Street; north on St. Mary's to Convent Street; east on Convent to Hagner Arc; north on Hagner Arc to the San Antonio River; northeast following the San Antonio River to Fourth Street; southeast on Fourth to Taylor Street; south on Taylor to Third Street; southeast on Third to Bonham.

East Sector

It shall be limited to properties with the following boundaries: start at the intersection of Bonham and Third Street; northeast on Bonham to its intersection with IH-37; north on IH-37 to Sherman Street; east on Sherman to Hackberry Street; south on Hackberry to Durango Street; west on Durango to Alamo Street; north on Alamo to Crockett; east on Crockett to Bonham; north on Bonham to Third Street.

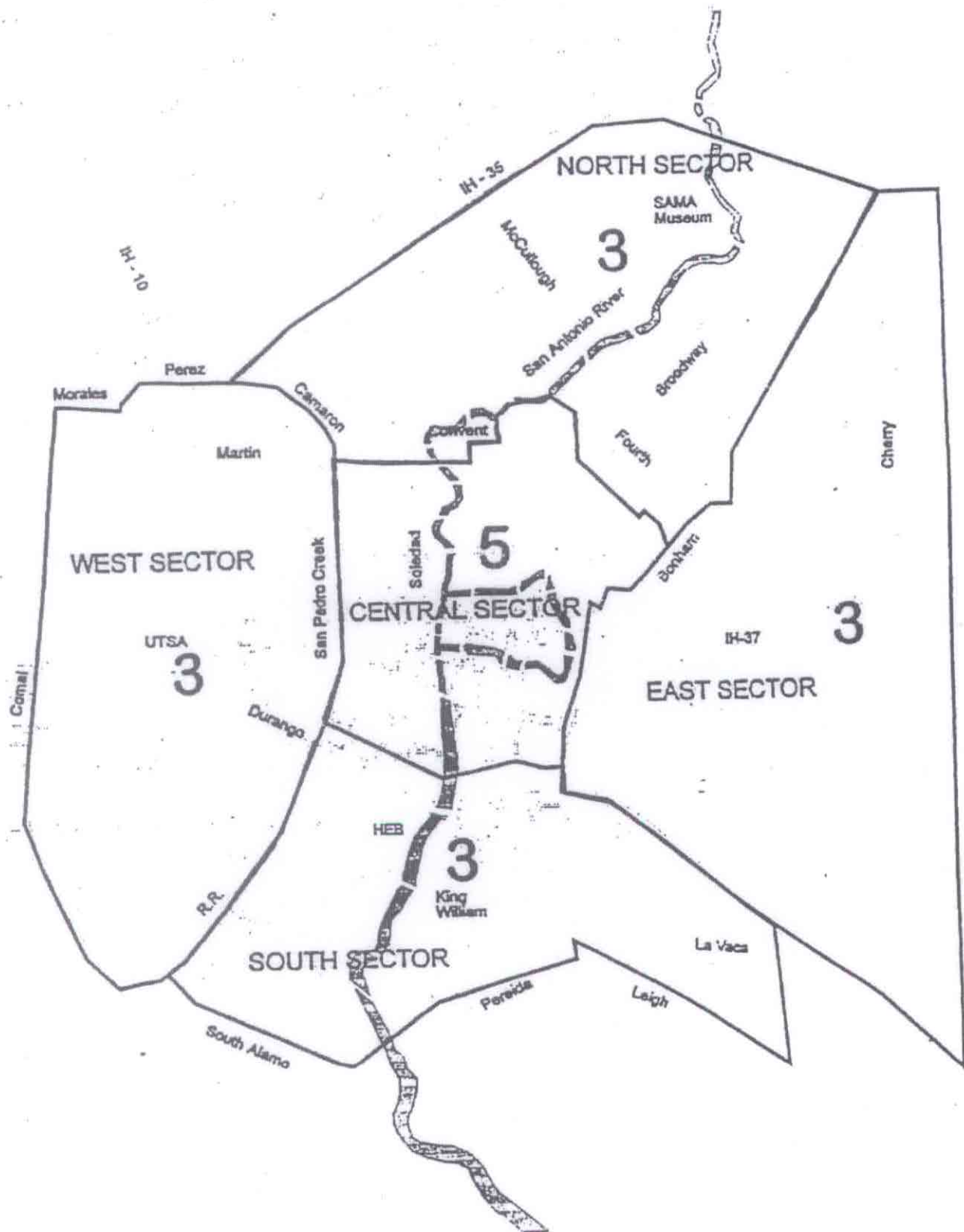
West Sector

It shall be limited to properties with the following boundaries: start at the intersection of Martin and Camaron Street; northwest on Camaron under IH-35/10 to Perez; west on Perez to Morales; west on Morales to Comal; south on Comal to South Pacific Railroad right-of-way; southeast on South Pacific Railroad right-of-way to Missouri Kansas Railroad right-of-way; north on Missouri Kansas Railroad right-of-way to San Pedro Creek; north on San Pedro Creek to Martin Street.

South Sector

It shall be limited to properties with the following boundaries: start at the intersection of San Pedro Creek and Nueva; east on Nueva to Alamo; south on Alamo to Durango; east on Durango to IH-37; south on IH-37 to Leigh; west on Leigh to South Presa; south on South Presa to Pereida; west on Pereida to South Alamo; west on South Alamo to Missouri Kansas Railroad right-of-way; Missouri Kansas Railroad right-of-way to San Pedro Creek.

Attachment A
Downtown Advisory Board (DAB)
Sectors



City of San Antonio Application for Appointment



Board/Commission/Committee _____

*Note: Information subject to review

Name: _____
(Title) (Last) (First) (Middle)

Home Address: _____
(Street) (Zip Code) (Home Phone No.)

Business Address: _____
(Street) (Zip Code) (Business Phone and Fax)

Employer _____ Occupation: _____

Are you or can you be qualified to vote in a City of San Antonio Election? ____ Yes ____ No

Are you a City of San Antonio resident? ____ Yes ____ No How Long? _____

In which City Council District do you reside? _____ Length of residence: _____

Have you ever represented any other private person, group or entity for compensation before the City Council or any department, commission, board or committee of the City within the last three years?
____ Yes ____ No

Do either you, your spouse or your employer have any financial interest, direct or indirect in any contract with the City (this includes serving as an Administrative Aide to a Council member), or do either you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?
____ Yes ____ No

Resolution No. 92-31-26 states - appointment to City Boards and Commissions include allowance for proper representation to reflect not only the ethnic makeup of the community, but also its gender makeup.

ETHNIC CODE: ☐

W = Non-Minority

H = Hispanic*

* = Note that Hispanic includes all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.

B = African American

P = Asian or Pacific Islander

O = Other

I = American Indian/Alaska Native Aleutian

GENDER CODE: ☐

M = Male

F = Female

Do you have any litigation pending, either personally or professionally? If yes, please describe:

Have you ever been convicted of a felony or a misdemeanor crime involving moral turpitude?
____ Yes ____ No

Name: _____

BACKGROUND

Education: _____

Professional: _____

Volunteer Experience/Community Service: _____

Areas of interest: _____

Please specify membership on any other governmental Board/Commission/Committee.

Please provide a brief narrative outlining your reasons for seeking appointment to a board or commission.
(Resume or additional information may be attached.)

I have read and understand the guidelines set out in Attachment I of this application. The foregoing and any attached statements are true, accurate and complete; and I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.

Signature

Date

PLEASE RETURN COMPLETED FORM TO CITY COUNCIL OFFICE FOR PROCESSING:

City Council Office

P.O. Box 839966

San Antonio, Texas 78283-3966

Fax No. City Council - (210) 207-7027; City Clerk's Office - (210) 207-6938

(Original copy will be on file in the City Clerk's Office for 12 months.)

ATTACHMENT I

As a Board and Commission member, you will be asked to adhere to the guidelines established by City Council, which include, but are not limited to the following:

1. Section 160 of the City Charter:

“OFFICERS TO HOLD OVER UNTIL THEIR SUCCESSORS ARE APPOINTED AND QUALIFIED.”

Whenever under the provisions of this Charter any officer of the City, judge or member of any board or commission is appointed for a fixed term, such officer, judge or member shall continue to hold office until his successor is appointed and qualified.

2. Ordinance 93356:

Attendance -

If a member's attendance at regularly schedule meetings falls below 50% on an annual basis from the appointment date or a member misses three (3) regularly schedule dates or a member misses three (3) regularly scheduled consecutive meetings, the member will be asked by the City Council to resign. Absences may be formally excused by the respective Board or Commission. Procedures will be established to enforce this attendance requirement.

Term Limits -

Unless otherwise provided for by statutory or City charter provisions or by other law:

- (a) Limit of term of office to not exceed two (2) years, except where certain Boards and Commissions mandate longer terms of office in accordance with the enacting ordinance.
- (b) Limit of three (3) complete consecutive terms on Boards and Commissions.
- (c) Staggered terms of office are desired.

Resignations -

All resignations must be in writing and filed with the office of the City Clerk.

Municipal Leadership Institute –

No individual is eligible for reappointment unless and until the individual has attended the Municipal Leadership Institute.

3. Ordinance 88874:

Members are required to abide to the City's Ethics Code and the requirement for each Board and Commission member to file a Financial Disclosure Report upon appointment, and annually thereafter. Failure to file a Financial Disclosure report will be considered an automatic resignation.